
Job Descriptions

Title: Assistant Head Cook

Reports to: The Assistant Head Cook is directly responsible to the Head Cook at their assigned school.

Job Goal: The Assistant Head Cook is responsible for assisting in planning and coordinating the daily food service and in the preparation and service of food. The Assistant Cook coordinates the use of the facilities and where appropriate, the preparation and service of food for various catering events along with the Head Cook and Director of Food Service.

Qualifications:

1. High School diploma required.
2. Minimum of two years of successful experience in food preparation and management.
3. Supervisory experience of food service operations. Ability to coordinate and direct staff.
4. Knowledge of operation of all equipment, including safety practices.
5. Certified in food service sanitation.
6. Proficiency with computers and various software products.

The person, while performing in this position, will be required to:

- a. Use hands to handle or feel objects, tools, or controls
- b. Talk and hear
- c. Sit, stand and walk, and occasionally required to stoop, kneel, and crouch
- d. Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus
- e. Must be able to lift at least 60 pounds without any help
- f. Must be able to push food and utility carts and utilize other equipment
- g. Demonstrate manual dexterity required to operate food preparation equipment
- h. Hold valid Pennsylvania driver's license and have access to personal transportation
- i. A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed are essential job functions. Employees will also be required to follow any other job-related instructions and to perform any other job-related duties as requested by their supervisor.
- j. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee will possess the abilities or aptitudes necessary to address each duty proficiently.
- k. All requirements are subject to possible modification to accommodate reasonably any individuals with disabilities. It is the responsibility of the employee to inform the Assistant Superintendent of any and all reasonable accommodations that will be needed.
- l. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, other employees, or students.

Specific Essential Duties and Responsibilities:

- Prepare food under the direction of the Head Cook.
- Assist in oversight and coordination the daily food preparation and serving of food.
- Assist the Head Cook in ordering food and supplies.

- Assist in the daily accounting of funds.
- Assist the Head Cook in maintaining and supervising the completion of daily production records.
- Checks food shipments into school, signing invoices only after each order has been verified.
- Assist in maintaining and reporting of inventory.
- Submit bills for payment.
- Assume responsibility for the cafeteria operation in the absence of the Head Cook.

Terms of Employment:

1. Ten-month position
2. Salary and benefits pursuant to Collective Bargaining Agreement

Evaluation:

Employees shall be evaluated biannually and in accordance with District Policy 512.

Verification:

The undersigned have read and concur with the information contained in this position description.

Position Holder

Date

Supervisor

Date

The Derry Township School District is an equal opportunity employment, educational and service organization.